

**JIMAR PIFSC PROGRAM MANAGER – ID# 24453.** Joint Institute for Marine and Atmospheric Research. Regular, Full-Time, RCUH Non-Civil Service position with the Joint Institute for Marine and Atmospheric Research (JIMAR), located at the National Marine Fisheries Service (NMFS), Pacific Islands Fisheries Science Center (PIFSC) located in Honolulu, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds. **Monthly Salary:** Commensurate with qualifications. **Duties:** Responsible for the day-to-day management of operations of JIMAR research activities associated with NMFS - PIFSC. Ensures that scientific goals are met while remaining in compliance with administrative guidelines. Serves as the on-site, day-to-day supervisor for JIMAR staff at NMFS/PIFSC. Oversees budget planning and execution and coordinates grant/cooperative agreement proposal submittal to ensure continuity of funding. Manages the employee safety program in conjunction with the NMFS safety officer. Oversees overall employment actions related to JIMAR programs with NMFS/PIFSC (including annual performance evaluations and workers compensation matters). Oversees the training and development of JIMAR staff at NMFS/PIFSC. **Minimum Qualifications: Education:** Ph.D. in the Natural Sciences from an accredited college or university. (A Master's Degree in the Natural Sciences with an additional five to seven (5-7) years related experience may substitute for Ph.D.) **Experience:** Five to seven (5-7) years of experience in program management in a research environment including oversight of scientific and administrative goals. Three to five (3-5) years of direct supervisory experience of 15 or more employees. **Abil/Know/Skills:** Knowledge of the culture and environment, community, economy, and politics of Hawaii. Good understanding of budgeting, procurement, report writing, and general office administration. Excellent organizational, leadership, public relations, and communications skills. Strong problem-solving, decision-making, interpersonal and management skills. Ability to delegate assignments, tasks, and duties. Must be proficient in the use of PC for word processing and spreadsheets. Must have valid Hawaii Driver's License to attend meetings off-site and also to go to off-site project facilities. **Desirable Qualifications:** Knowledge of Federal, University of Hawaii, and RCUH administrative policies and procedures. Experience in federal grant writing and/or grant administration. Knowledge or experience in fisheries and protected species related research. **Inquiries: Kevin Higaki 956-7729 (Oahu).** **Application Requirements:** The preferred method of applying for a job is through our on-line application process. Please go to [www.rcuh.com](http://www.rcuh.com), click on "Employment" and navigate to "Job Announcements/Apply for a Job." However, if you do not have access to the Internet, you may apply by submitting resume; cover letter including Recruitment ID#, referral source, narrative of your qualifications for position and salary history; names, phone numbers and addresses of three supervisory references and copy of degree(s)/transcripts/certificate(s) to qualify for position by fax (808) 956-5022 or mail to Director of Human Resources, Research Corporation of the University of Hawaii, 2530 Dole Street, Sakamaki Hall D-100, Honolulu, HI 96822 before the closing date. **Closing Date: October 15, 2004.** EEO/AA Employer.